



MCCPS Board of Trustees

Personnel Committee Meeting

Amended on September 4, 2018 at 5:10 PM EDT

Date and Time

Monday September 10, 2018 at 7:00 PM EDT

Location

MCCPS, Room 8L

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:00 PM
Opening Items			
A. Call the Meeting to Order		Artie Sullivan	2 m
B. Record Attendance and Guests		Katie Sullivan	1 m
C. Approve Minutes	Approve Minutes	Katie Sullivan	5 m
Approve minutes for Personnel Monthly Meeting on June 25, 2018			
II. Old Business			7:08 PM
Personnel Committee			
A. HOS Annual Review and Evaluation	Discuss	Artie Sullivan	10 m
2018-2019, assist HOS as needed			
B. SUCCESSION PLAN	Discuss	Artie Sullivan	30 m
CONTINUE DISCUSSIONS TO DEVELOP A SUCCESSION PLAN FOR THE POSITION OF HOS AND OTHER KEY MCCPS POSITIONS.			
C. POLICY REVIEW	Discuss	Artie Sullivan	30 m
CONTINUE DISCUSSIONS OF POLICY REVIEW AS PERTAIN TO SCOPE OF PERSONNEL COMMITTEE			

	Purpose	Presenter	Time
1. Links to Personnel Policies			
1. Marblehead - http://www.marbleheadschoools.org/mps-policy-manual			
1. Scroll down to section G - Personnel			
2. Salem Personnel - http://salemk12.org/pages/SPS_DistSchoolCom/SPS_Policy_Manual_Folder/4000_Personnel			

D. Committee Vice Chair	Vote	Artie Sullivan	5 m
The Board of Trustees has asked each Subcommittee to nominate a Vice Chair for the respective Subcommittee.			

E. Personnel Committee Membership	Discuss	Artie Sullivan	15 m
Review the committee membership needs of the Personnel Committee. Identify potential candidates for membership on the committee.			

III. New Business

IV. Action Items 8:38 PM

A. Review Action Items from Meeting	FYI	Katie Sullivan	5 m
Review Action Items form meeting, including who is responsible, item to be completed and time frame for status report or completion.			

B. Meeting Schedule	Discuss	Artie Sullivan	5 m
Look to schedule next few meetings on Committee.			

V. Closing Items 8:48 PM

A. Adjourn Meeting	Vote	Katie Hope	5 m
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Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Personnel Monthly Meeting on June 25, 2018

APPROVED



MCCPS

MCCPS Board of Trustees

Minutes

Personnel Monthly Meeting

Date and Time

Monday June 25, 2018 at 7:00 PM

Committee Members Present

Artie Sullivan, Katie Sullivan, Xhazzie Kindle

Committee Members Absent

John Steinberg, Nina Cullen-Hamzeh, Patricia Rietti

I. Opening Items

A. Call the Meeting to Order

Artie Sullivan called a meeting of the Personnel Committee Committee of MCCPS Board of Trustees to order on Monday Jun 25, 2018 at 7:05 PM.

B. Record Attendance and Guests

C. Approve Minutes

Katie Sullivan made a motion to approve minutes from the Personnel Committee Committee Meeting on 05-21-18 Personnel Committee Meeting on 05-21-18.

Artie Sullivan seconded the motion.

The committee **VOTED** to approve the motion.

II. Old Business

A. HOS Annual Review and Evaluation

The HOS Evaluation is almost complete. The Board is meeting tomorrow night to finish the process. This committee will be interested in feedback from the Board on what went well, what did not, and recommendations for the next cycle.

B. SUCCESSION PLAN

The Board did not approve the Succession Plan Policy presented by Personnel Committee because they want a succession plan with the policy. Nina has done the majority of the work on the plan including a list of other tasks and this committee reviewed it.

Motion: Artie moved and Xhazzie seconded a motion to present the succession plan to the Board for approval.

C. POLICY REVIEW

Artie has shared a Dropbox with sample policies. This committee will continue reviewing these policies and cross-check with the current MCCPS policies. This will be the bulk of the work for the fall.

III. Action Items

A. Review Action Items from Meeting

B. Meeting Schedule

Next meeting date: Monday, September 10, 2018

IV. Closing Items

A. Adjourn Meeting

Artie Sullivan made a motion to adjourn the meeting.

Katie Sullivan seconded the motion.

The committee **VOTED** to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,
Katie Sullivan

Coversheet

SUCCESSION PLAN

Section: II. Old Business
Item: B. SUCCESSION PLAN
Purpose: Discuss
Submitted by:
Related Material: Emergency Succession Plan For MCCPS HOS.docx
HOS Job Description.doc
Succession Plan, HOS - Emergency, from job description.docx

Emergency Succession Plan For Marblehead Community Charter Public School

The Board of Trustees of Marblehead Community Charter Public School recognizes that this is a plan for contingencies due to the disability, death, or departure of the Head of School. If the organization is faced with the unlikely event of an untimely vacancy, Marblehead Community Charter Public School has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership.

The Board of Trustees of Marblehead Community Charter Public School has reviewed the job description of the Head of School. The job description is attached. The Board of Trustees has a clear understanding of the Head of School's role in organizational leadership, program development, program administration, operations, Board of Trustees relationships, financial operations, resource development, and community presence.

Succession Plan in Event of a Temporary, Unplanned Absence:

Short-Term

A temporary absence is one of less than three months in which it is expected that the Head of School will return to his/her position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave; such as a vacation or a sabbatical. The Board of Trustees is authorized (or authorizes the Executive Committee) of Marblehead Community Charter Public School to implement the terms of this emergency plan in the event of the unplanned absence of the Head of School.

In the event of an unplanned absence of the Head of School, the Assistant Head of School (or other highest ranking staff member) is to immediately inform the Board Chair (or highest ranking volunteer board member) of the absence. As soon as it is feasible, the Chair should convene a meeting of the Board of Trustees to affirm the procedures prescribed in this plan or to make modifications as the Board of Trustees deems appropriate.

At the time that this plan was approved, the position of Acting Head of School would be:

William Sullivan, Assistant Head of School

Should the standing appointee to the position of Acting Head of School be unable to serve, the first and second back-up appointees for the position of Acting Head of School will be:

(1) _____ Name _____ Title _____
and

(2) _____ Name _____ Title. _____

If this Acting Head of School is new to his/her position and fairly inexperienced with this organization (less than _____ months/years), the Board of Trustees may decide to appoint one of the back-up appointees to the acting Head of School position. The Board of Trustees may also consider the option of splitting executive duties among the designated appointees.

Authority and Compensation of the Acting Head of School

The person appointed as Acting Head of School shall have the full authority for decision-making and independent action as the regular Head of School.

The Acting Head of School may be offered:

A temporary salary increase to the entry-level salary of the Head of School position

A bonus of \$ _____ during the Acting Head of School Period.

No additional compensation.

Board Oversight

The Board of Trustees responsible for monitoring the work of the Acting Head of School shall be _____
(list by office).

The above named people will be sensitive to the special support needs of the Acting Head of School in this temporary leadership role.

Immediate Action Items –

- o The Acting Head of School and the Chair of the Board of Trustees will make notifications to the Massachusetts Department of Elementary Education of the change in leadership.

- The Acting Head of School and the Chair of the Board of Directors will send a joint statement to the Marblehead Community Charter School community of the change in leadership.
- Removal of previous Head of School from all bank accounts.
- Change all passwords and security codes.
- Retrieve all keys in possession of previous Head of School
- Deactivate Head of School email address, and forward all email to Acting Head of School email address.

Communications Plan

Immediately upon transferring the responsibilities to the Acting Head of School, the Board Chair (or highest ranking Board member) will notify staff members, members of the Board of Trustees, and key volunteers of the delegation of authority.

As soon as possible after the Acting Head of School has begun covering the unplanned absence, Board members and the Acting Head of School shall communicate the temporary leadership structure to the following key external supporters of Marblehead Community Charter Public School. This may include (but not be limited to) Massachusetts Department of Elementary and Secondary Education, Town government officers, foundation program officers, major donors and others (please specify): _____

_____.

The Message to the Faculty, Staff, Students, Parents and Community shall be:

The Board of Trustees would like to thank NAME for their service as Head of School for the MCCPS Community. At this time NAME has notified the Board of Trustees of a Short-Term Leave of Absence, Long-Term Leave of Absence, or has decided to leave MCCPS for future endeavors (depending on circumstances).

As of this email, in accordance with the Emergency Succession Plan, Mr. William Sullivan is the Acting Head of School.

The Board of Trustees will meet on DATE to formally appoint an Acting Head of School. All members of our community are invited to attend this very important meeting.

Completion of Short-Term Emergency Succession Period

The decision about when the absent Head of School returns to lead Marblehead Community Charter Public School should be determined by the Head of School and the Board Chair. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board Chair, with the intention of working their way back up to a full-time commitment.

Succession Plan in Event of a Temporary, Unplanned Absence:

Long-Term

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition:

The Board of Trustees will give immediate consideration, in consultation with the Acting Head of School, to temporarily filling the management position left vacant by the Acting Head of School. This is in recognition of the fact that for a term of more than three months, it may not be reasonable to expect the Acting Head of School to carry the duties of both positions. The position description of a temporary manager would focus on covering the priority areas in which the Acting Head of School needs assistance.

Completion of Long-Term Emergency Succession Period

The decision about when the absent Head of School returns to lead Marblehead Community Charter Public School should be determined by the Head of School and the Board Chair. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board Chair, with the intention of working the way up to a full-time commitment.

Succession Plan in Event of a Permanent Change in Head of School

A permanent change is one in which it is firmly determined that the Head of School will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board of Trustees will appoint a Transition and Search Committee within _____ days to plan and carry out a transition to a new permanent Head of School. The Board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the board's capacity to

plan and manage the transition and search. The Transition and Search Committee will also determine the need for an Interim Head of School, and plan for the recruitment and selection of an Interim Head of School and/or permanent Head of School.

Checklist for Acceptance of All Types of Emergency Succession Plans

- Succession plan approval. This succession plan will be approved by the Executive Committee and forwarded to the full Board of Trustees for its vote and approval. This plan should be reviewed annually.
- Signatories. The Board Chair, the Head of School, the Assistant Head of School or human resources administrator and the Acting Head of School shall sign this plan, and the appointees designated in this plan.
- Organizational Charts. Two organizational charts need to be prepared and attached to this plan. Prepare and attach an organizational chart reflecting staffing positions and lines of authority/reporting throughout the organization. Prepare and attach a second organizational chart that reflects how that structure will change within the context of an emergency/unplanned absence of the Head of School.
- Important Organizational Information. Complete the attached Information and Contact Inventory and attach it to this document. Also attach a current list of the organization’s Board of Trustees.
- Copies. Copies of this Emergency Succession Plan along with the corresponding documentation shall be maintained by The Board Chair, the Head of School, the Acting Head of School Appointee, the human resources department, and the organization’s attorney.

The Emergency Succession Plan and the supporting documents (the information and contact inventory, job descriptions, and organizational charts) should be reviewed, updated and approved by the Board of Trustees annually. This plan must also be updated and approved by the Board of Trustees when one or more of the employees in this plan change.

This plan may also be implemented in the case of an unplanned absence of the Acting Head of School or Interim Head of School.

Signatures of Approval

 Board Chair

 Date

Head of School

Date

Dep. Dir/HR Dir/Other staff member

Date

Individual Selected as Acting Head of School

Date

Acting Head of School's Current Title

Adopted: _____

Appendix A

Organizational Charts

Current and as Result of this Policy

Appendix B

Information and Contact Inventory for Marblehead Community Charter Public School

Knowing where your organization's key information is located is critical so that if an emergency succession should occur, your organization would be able to quickly continue work in the most efficient and effective way.

Onsite Location Offsite Location Online URL

Charter and Renewals

Bylaws

Mission Statement

Board Minutes

Corporate Seal

Financial Information

Employer Identification Number (EIN) #: _____

Current and previous audited financial statements _____

Financial Statements _____

State or District Sales-Tax Exemption Certificate _____

Blank Checks _____

Computer passwords _____

Donor Records _____

Student Records _____

Vendor Records _____

Volunteer Records _____

Auditor Name: _____

Phone Number/Email: _____

Bank Name(s): _____

Account Numbers: _____

Branch Representative(s): _____

Phone Number: _____

Fax: _____

Email: _____

Investments

Financial Planner / Broker Company _____

Representative Name: _____

Phone Number: _____

Email: _____

Who is authorized to make transfers? Who is authorized to make wire transfers? Are there alternatives?

Who are the authorized check signers?

Is there an office safe? Who has the combination/keys?

Legal Counsel

Attorney Name: _____

Phone Number: _____

E-mail: _____

Human Resources Information

Onsite Location Offsite Location Online URL

Employee Records/ Personnel Info* _____

*Names, home addresses, phone numbers, email, emergency contacts, etc.

I-9s _____

Payroll Company: _____

Account Number: _____

Payroll Rep: _____

Phone Number: _____

Email: _____

Facilities Information

Office Lease (for renters) _____

Building Deed (for owners) _____

Building Management

Company Name: _____

Contact Name: _____

Phone Number/Email: _____

Security System

Company Name: _____

Account Number _____

Representative Phone Number/Email: _____

Broker Phone Number/Email: _____

Insurance Information

General Liability / Commercial Umbrella

Company/Underwriter: _____

Policy Number _____

Representative Phone Number/Email: _____

Broker Phone Number/Email: _____

Trustees & Officers Liability

Company/Underwriter: _____

Policy Number _____

Representative Phone Number/Email: _____

Broker Phone Number/Email: _____

Health Insurance

Company/Underwriter: _____

Policy Number _____

Representative Phone Number/Email: _____

Broker Phone Number/Email: _____

Unemployment Insurance

Company/Underwriter: _____

Policy Number _____

Representative Phone Number/Email: _____

Broker Phone Number/Email: _____

Workers' Compensation

Company/Underwriter: _____

Policy Number _____

Representative Phone Number/Email: _____

Broker Phone Number/Email: _____

Disability Insurance (short-term)

Company/Underwriter: _____

Policy Number _____

Representative Phone Number/Email: _____

Broker Phone Number/Email: _____

Disability Insurance (long-term)

Company/Underwriter: _____

Policy Number _____

Representative Phone Number/Email: _____

Broker Phone Number/Email: _____

Life Insurance

Company/Underwriter: _____

Policy Number _____

Representative Phone Number/Email: _____

Broker Phone Number/Email: _____

Dental

Company/Underwriter: _____

Policy Number _____

Representative Phone Number/Email: _____

Broker Phone Number/Email: _____

Long Term Care

Company/Underwriter: _____

Policy Number _____

Representative Phone Number/Email: _____

Broker Phone Number/Email: _____

Retirement Plan

Company/Underwriter: _____

Policy Number _____

Representative Phone Number/Email: _____

Broker Phone Number/Email: _____

Date of Completion for Information and Contact Inventory: _____

Name of Person Completing Document: _____

MARBLEHEAD COMMUNITY CHARTER PUBLIC SCHOOL FUNCTIONAL JOB DESCRIPTION

Position Title: MCCPS Head of School

Reports to: MCCPS Board of Trustees

Position Summary:

The Head of School (HOS) of the Marblehead Community Charter Public School (MCCPS) is expected to lead the Board, Faculty, Staff, Students, Parents and Community Members in further strengthening the vision of the school and implementing its strategic plan. The HOS will lead the continuous improvement process, advance the successful academic program consistent with the MCCPS mission and charter, and be accountable for the results. The HOS will promote school-wide innovation and cultivate an extraordinary professional team. The HOS will create and strengthen networking and optimize the school's financial and regulatory systems. The HOS is responsible for implementing policies established by the MCCPS Board of Trustees (Board) and is directly accountable to the Board. The HOS is authorized to take such actions as may be necessary for proper conduct of the School, subject to the budgetary guidelines and in accordance with the school's strategic plan and related policies as adopted by the Board. The HOS will ensure the school upholds and complies with the terms of the current Charter granted to MCCPS, as approved, and shall adhere to any and all applicable laws.

Essential Functions:

1. Ensure that the Board of Trustees is kept fully informed on the conditions and operations of MCCPS. Attend and participate fully in Board meetings.
2. Establish a sound organizational structure for MCCPS, in consultation with the Board.
3. Plan, formulate and recommend for approval to the Board of Trustees policies and programs to further the mission of the School.
4. Ensure that all MCCPS funds, physical assets, and property are appropriately safeguarded, administered and maintained.
5. Hire, evaluate and set compensation package for all faculty and staff as necessary in accordance with School policy.
6. Enable the professional development of faculty and staff. Inspire innovation at every level.
7. Supervise curriculum development and ensure its continuous evaluation and improvement.
8. Oversee student services including student discipline and reporting to appropriate government agencies.
9. Communicate regularly and effectively with the MCCPS community in accordance with School policy.
10. Maintain and improve community relations, including relations with the town of Marblehead.
11. Substantially improve the development and fundraising capacity of MCCPS.
12. Understand and follow DESE regulations, state and federal laws, and any applicable regulations; recommend appropriate corrective actions and strategies for compliance.

Qualification/Education/Experience:

1. Must be able to perform each essential duty satisfactorily.
2. Master's degree (M.Ed.) in Education or Special Education preferred.
3. Two or more years of experience in education administration. Must have demonstrated experience with personnel supervision in a school.
4. Must hold a school administrator certificate or a state approved equivalent.
5. High energy level, superior interpersonal skills and ability to function in a team atmosphere.
6. Ability to communicate clearly and effectively in oral and written form.
7. Knowledge of modern principles, methods, and techniques of administration and program planning.
8. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

RECEIPT AND REVIEW OF FUNCTIONAL JOB REQUIREMENTS

I, _____, have read, understand and agree to the above functional job description. I understand the essential functions, qualifications, education, experience, and physical demands of the position and acknowledge that I am capable of performing all of the essential functions of this position without reasonable accommodation or I have informed you of my need for an accommodation. The MCCPS Board of Trustees reserves the right to change any part of this job description, as circumstances require.

It is intended that the terms of the executed employment contract, including any approved amendments to that contract, are incorporated within the job description for the duration of that contract and thereby become part of the job description.

Employee's Signature _____ Date _____

Emergency HOS Succession Plan

Position Title: MCCPS Head of School

Reports to: MCCPS Board of Trustees

Overview of Position Responsibilities:

The Head of School (HOS) of the Marblehead Community Charter Public School (MCCPS or School) is expected to lead the MCCPS Board of Trustees (Board), Faculty, Staff, Students, Parents and Community Members in further strengthening the vision of the School and implementing its strategic plan. The HOS will lead the continuous improvement process, advance the successful academic program consistent with the MCCPS mission and charter, and be accountable for the results. The HOS will promote school-wide innovation and cultivate an extraordinary professional team. The HOS will create and strengthen networking and optimize the School's financial and regulatory systems. The HOS is responsible for implementing policies established by the Board and is directly accountable to the Board. The HOS is authorized to take such actions as may be necessary for proper conduct of the School, subject to the budgetary guidelines and in accordance with the School's strategic plan and related policies as adopted by the Board. The HOS will ensure the School upholds and complies with the terms of the current Charter granted to MCCPS, as approved, and shall adhere to any and all policies and applicable laws.

WHICH TASKS NORMALLY ASSIGNED TO THE ASSISTANT HOS AND DIRECTOR OF CURRICULUM, INSTRUCTION, & TECHNOLOGY MUST BE RE-ASSIGNED TO SOMEONE ELSE?

	Essential Function from HOS Job Description	Designated Successor	Learning Needs/Action Plan
1.	Ensure that the Board is kept fully and regularly informed on the conditions and operations of MCCPS.	Assistant HOS	
2.	Attend and participate fully in Board meetings, except when matters relating to the HOS' employment are at issue.	Assistant HOS	
3.	Establish a sound organizational structure for MCCPS in consultation with the Board.	Assistant HOS	
4.	Plan, formulate and recommend for approval to the Board policies and programs to further the mission of the School.	Assistant HOS	
5.	A. Hire, supervise, and evaluate for all faculty	Assistant HOS	

	and staff as necessary in accordance with School policy.		
	B. Set compensation packages for all faculty and staff as necessary in accordance with School policy.	Assistant HOS w/Business Manager	
6.	Facilitate the professional development of faculty and staff.	Director of Curriculum, Instruction, & Technology	
7.	Supervise curriculum development and implementation and ensure its continuous evaluation and improvement.	Director of Curriculum, Instruction, & Technology	
8.	Inspire innovation at every level and demonstrate best practices in order to assure the success and continuous improvement of the academic program of the School.	Director of Curriculum, Instruction, & Technology	
9.	Oversee student services, including student discipline, special education and disability accommodations, and reporting to appropriate government agencies.	Assistant HOS	
10.	Communicate regularly and effectively with the MCCPS community, both internal and external, consistent with School policy, creating a climate of collaboration and collegiality among all constituents and stakeholders.	Assistant HOS	
11.	Maintain and improve community relations, including those with the town of Marblehead.	Assistant HOS	
12.	Work with the Finance Committee and the business manager to formulate and recommend an annual budget for the School.	Assistant HOS	
13.	Substantially improve the development and fundraising capacity of MCCPS in order to supplement the School's budget.	Assistant HOS	
14.	Ensure that all MCCPS funds, physical assets, and property are appropriately safeguarded, administered and maintained.	Assistant HOS	
15.	Comply with DESE regulations, state and federal	Assistant HOS	

	laws, and any applicable regulations. Recommend appropriate corrective actions and strategies for compliance.		
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